



User Manual

Transporter Freight Bill Management System

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1. Introduction

This manual serves to guide the user on the common functions/transactions those are needed be used in capturing the POD and billing to Reliance by the transporters for the freight. This automates the process of generating POD & submitting the freight bill by transporters to Reliance with the facility of claiming waiver for Transshipment and Transit Delay. This is integrated with a module in SAP that has the necessary approval process for the waiver. This manual serves to guide the user on the common functions as well as masters related to the process that are provided in the system.

2. Scope

The scope of the document is limited to provide all the functions like creation POD and generation of bill to Reliance by the transporters. It also describes the functionalities of physical document receipt by the Accounts payable team. The document is limited to provide necessary assistance/guidance to the end users of the application.

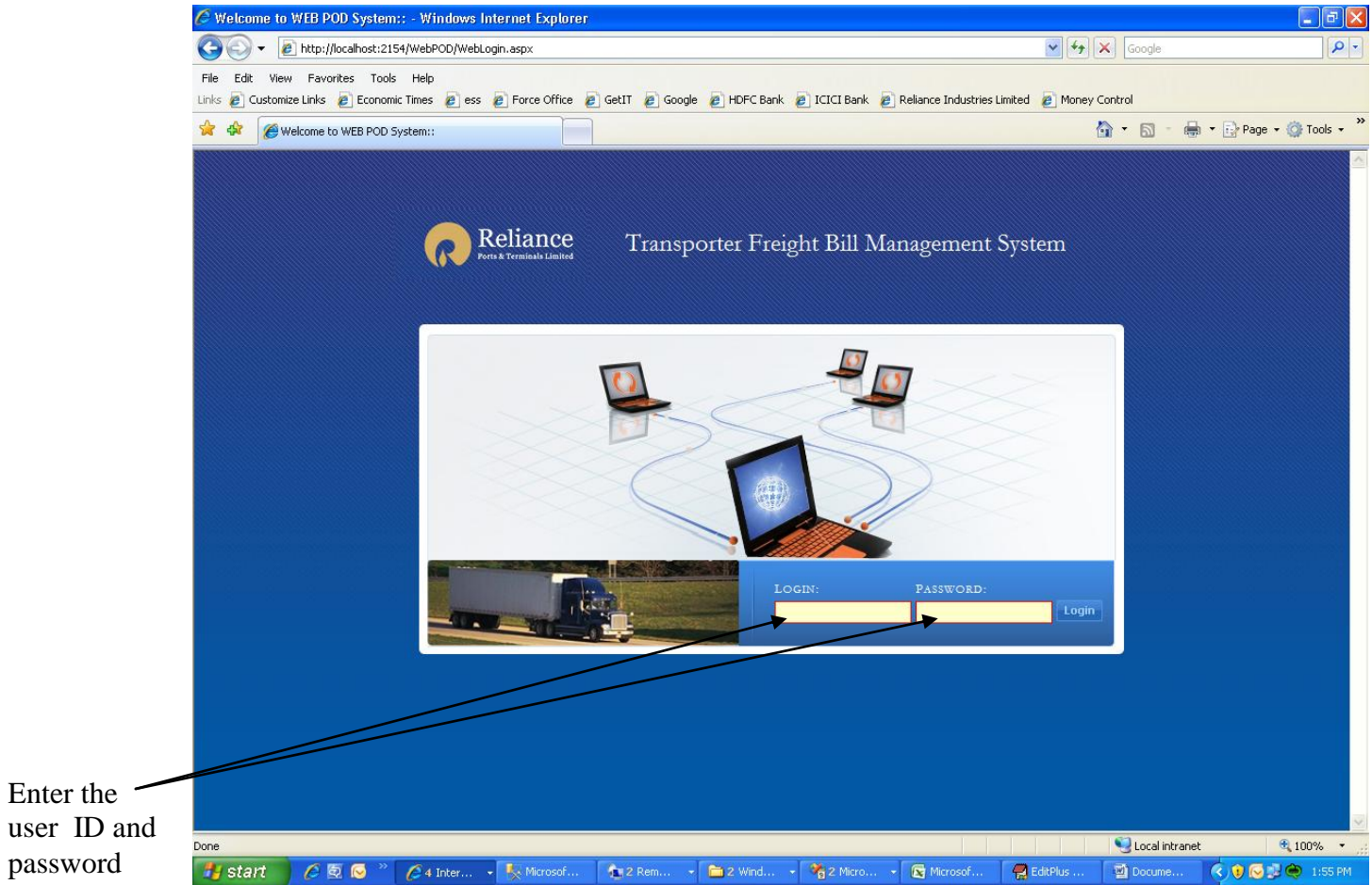
3. Transactions

The following transactional activities can be carried out in the application.

Transporters:

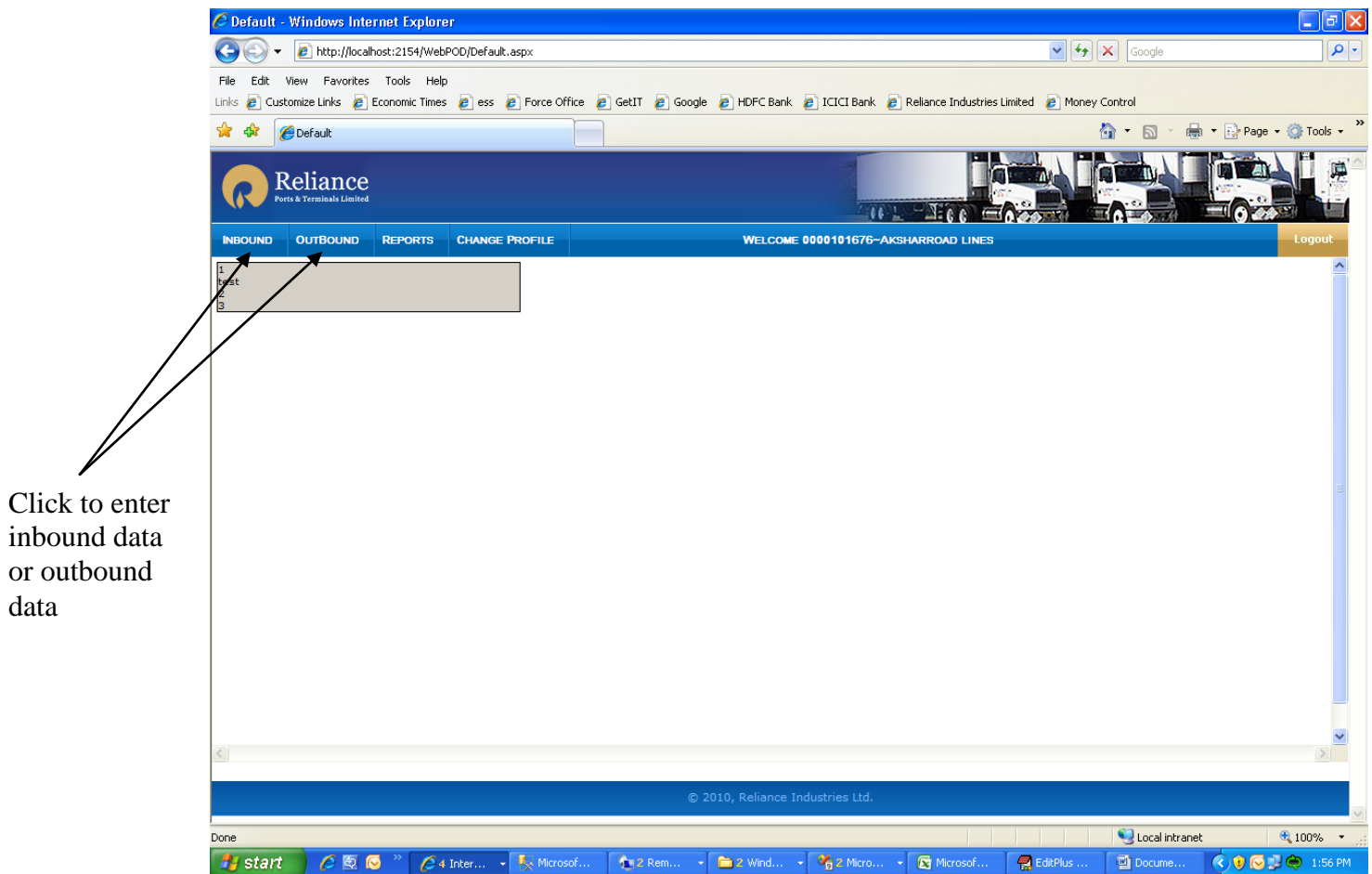
1. POD for Inbound
2. POD for Outbound movements
3. Bill generation for both inbound and outbound
4. Bill generation for POL movements

The below screen is to log into the system for respective activities of both the user. This is the first step for the system to identify the user i.e. if a transporter logs in, the system checks whether he belongs to solids, liquids or POL. Once identified, it restricts the users to those areas for the above functionalities. If an accounts payable user logs in it allows confirming the receipt of document for his/her area.



The screen below is displayed once the log on is successful by the user. This gives the user option to access their functionalities according to their authorization.

A transporter can select the inbound or out bound option from menu to key in the POD information and generate a bill for the same.



Click to enter inbound data or outbound data

Outbound Movement:

To enter the outbound movement POD information, select the POD entry option from the outbound drilldown menu. Once the selection for POD is made the screen below appears. This has option for POD entry for a single DCPI or an upload facility for multiple DCPIs. An excel sheet can be created with CSV format for the upload. The format is available in the application for download.

POD Entry Screen - Windows Internet Explorer

http://localhost:2154/WebPOD/PODEntryNew.aspx

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POD Entry Screen

Reliance Ports & Terminals Limited

INBOUND OUTBOUND REPORTS CHANGE PROFILE WELCOME 0000101676-AKSHARROAD LINES Logout

POD OUTBOUND Entry

DCPI No: LR No: DCPI Date: LR Date: Search: For Multiple Upload, Click Here Validate

Click to upload multiple dcpi excel file in csv format

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0000191594_1 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	DCPI No	DCPI Date	LR No	LR Date	Delivery C	Delivery C	Sweeping Cut	Torr Multiple	C Approved	Transhipn	Transhipn	Transhipn	Transhipn	Transit De	Remarks	FrRate	FrValue		
1	6.14E+09	26/09/201	93371	26/09/201	30/09/201	4600.8											10	100	
2	6.14E+09	26/09/201	93372	26/09/201	29/09/201	9340.8											20	2000	
3	6.14E+09	26/09/201	93373	26/09/201	29/09/201	3295											30	300	
4	6.14E+09	28/09/201	93374	28/09/201	30/09/201	5932.4													
5	6.14E+09	28/09/201	93375	28/09/201	29/09/201	3444.6													
6	6.14E+09	28/09/201	93376	28/09/201	29/09/201	4022.8													

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Once the minimum fields like DCPI no. DCPI date, LR no., LR Date, delivered quantity, delivery date, freight rate and freight value are entered in the excel file the same can be saved as CSV. The same file is ready for upload. The excel format is shown as above.

In case of approved transshipment or delay, the same can be entered as Y and the delay in days in the respective column of CSV upload file.

The link for multiple POD upload to be clicked to open the screen below.

Select the file from local drive and click on upload

The file can be selected from the local drive and uploaded to search for the availability of DCPIs in spread sheet from web database. Once the search completed the following screen is displayed.

Click on
Validate
uploaded
PODs button
for DCPI
validation

POD Entry Screen - Windows Internet Explorer

http://localhost:2154/WebPOD/PODEntryNew.aspx

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POD Entry Screen

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INBOUND OUTBOUND REPORTS CHANGE PROFILE WELCOME 0000101676-AKSHARROAD LINES Logout

Format

Upload Validate Uploaded PODs Save Last Uploaded File: [PODUpload1.csv](#)

Reason	Transit Delay Reason	Transshipment City	DCPI No	DCPI Date	LR No	LR Date	Delivery Date	Del Qty
---	---	---	0702408545	18/05/2010	675840	18/05/2010	28/05/2010	751
---	---	---	0702408546	18/05/2010	675841	18/05/2010	28/05/2010	175
---	---	---	0030229594	01/06/2010	3536	01/06/2010	10/06/2010	26
---	---	---	0702437684	08/09/2010	4681	08/09/2010	18/09/2010	377
---	---	---	0702437685	08/09/2010	4682	08/09/2010	28/09/2010	307
---	---	---	0702437686	08/09/2010	4683	08/09/2010	28/09/2010	106
---	---	---	0702437687	08/09/2010	4684	08/09/2010	28/09/2010	666
---	---	---	0702437688	08/09/2010	4685	08/09/2010	28/09/2010	371
---	---	---	0000000000					
---	---	---	0000000000					
---	---	---	0000000000					

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Select Transshipment city from drop down

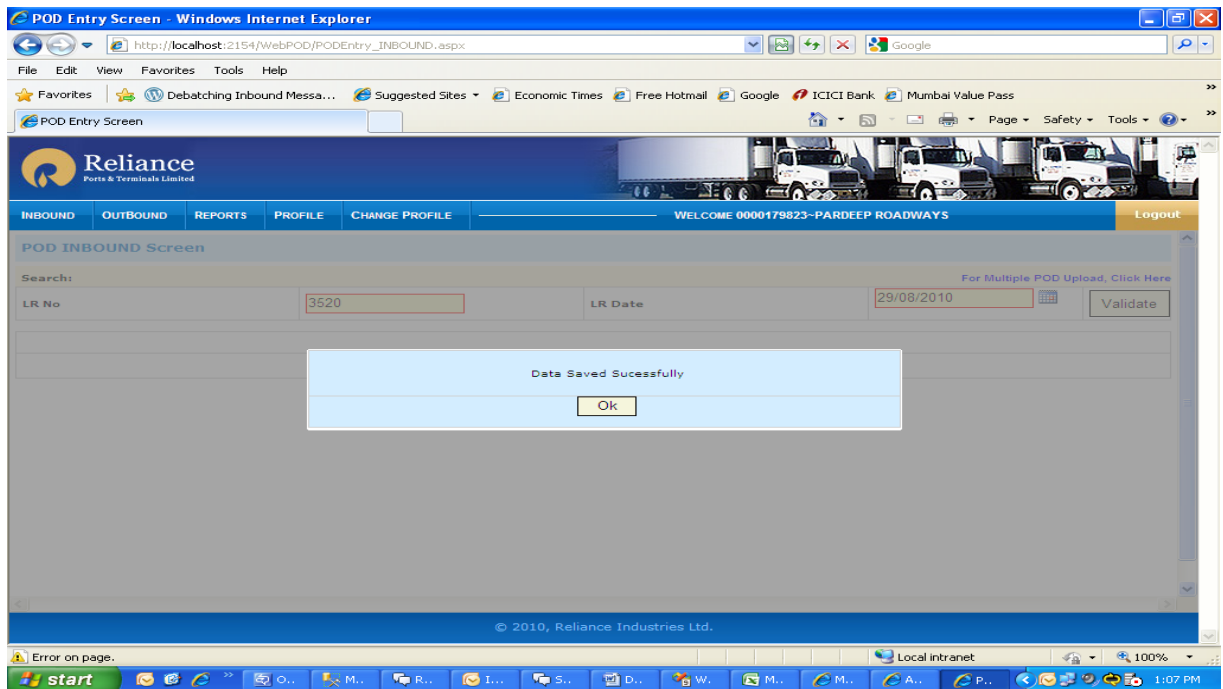
Select from the drop down for reason for transshipment & delay

The displayed dcpi's can now be validated for rests of the information in the web database by clicking the button validate uploaded PODs. Once the button is clicked, the DCPI status is displayed. If it passes through all the validations then the status is displayed as OK else with the error message against each DCPI. The OK PODs can be selected and saved for billing.

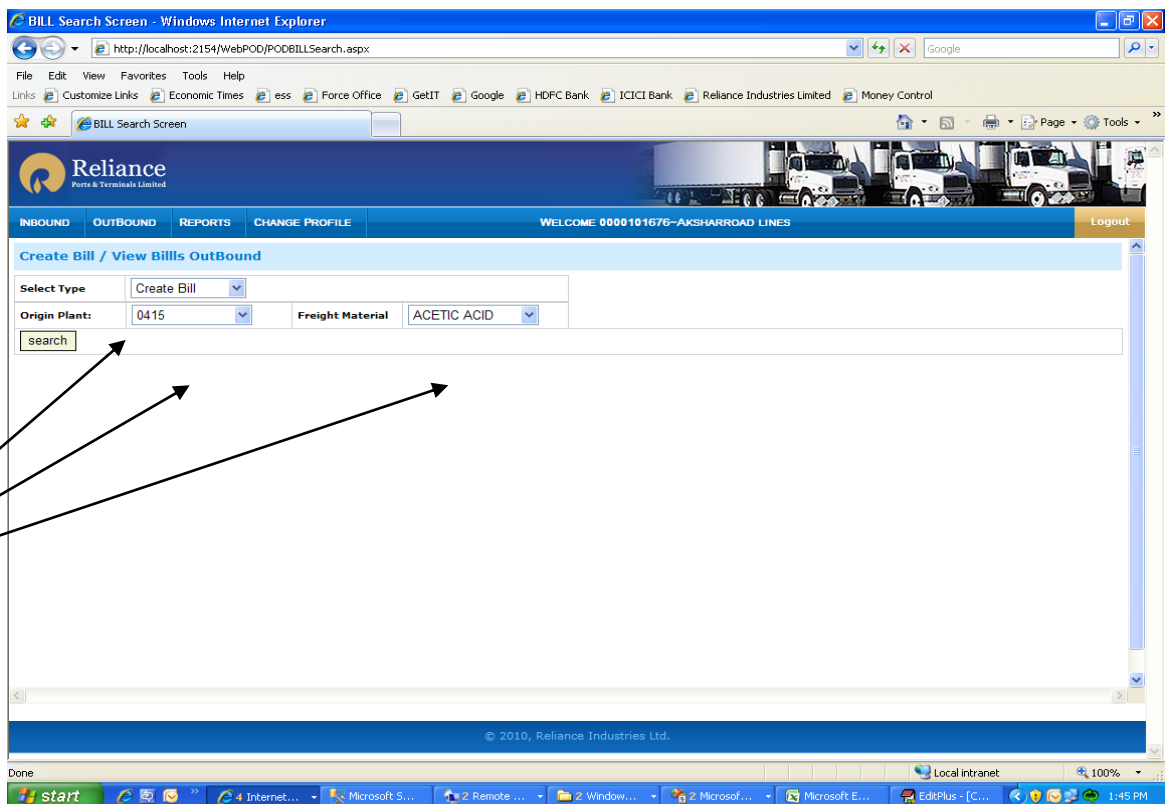
The DCPIs for which the transshipment is entered, it will open up a drop down menu for entering the place, date & reason for transshipment. Those details need to be filled before saving the record. For Transit delay, it opens up the reason drop down menu from which the same can be chosen before saving the document. The penalty for both is waived off once the same is approved by appropriate authority in SAP.

Once saved the following screen with message will be displayed to the user.

The error PODs also can be saved if the transporter feels that the information entered by him is correct and it needs to be revalidated with SAP again. The same will flow to the operation users for error resolution.



The outbound option from the menu is selected again to select the billing option from the drill down. Once the billing option is selected the screen below is displayed.



Select create Bill from drop down of Select Type, Then Originating plant and Mat. Freight grp. And click on search

The option available against drop down to be used for create or view the existing bill. Create bill option to be used for creating bill for the DCPIs for which the POD is complete in all respect. The other two criteria to be selected from the drop down is the origination plant and the material freight group. This would filter PODs based on plant and material freight group so that the bill can be raised on the same criteria.

Once the mandatory inputs are given and the search button is clicked then the completed POD with the selection criteria mentioned is displayed as in the screen below.

Outbound Bill Entry Screen - Windows Internet Explorer

http://localhost:2154/WebPOD/PODBillEntryNew.aspx

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Outbound Bill Entry Screen

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INBOUND OUTBOUND REPORTS CHANGE PROFILE WELCOME 0000191594-WEST COAST LOGISTICS Logout

Create Bill / View Bills OutBound [Go Back]

Temp BILLNo: Select Transporter Bill No. Transporter Bill Date[dd/mm/yyyy]

POD Included

SR No	DCPI NO	DCPI DATE	LR NO	LR DATE	Rate	Value	REPORTNO	Delete item
Generate Bill Save								Total Value 0
Select POD								
REPORT NO: 0008370912 TRUCK NO: RJ07GA7809								
DCPI NO	DCPI DATE	LR NO	LR DATE	MFRGR	LZONE	ORIGIN	DLV QTY	
6140329894	28/09/2010	93374	28/09/2010	PY	LUDHIANA	HAZIRA	5932.4	
6140329895	28/09/2010	93375	28/09/2010	FDY	LUDHIANA	HAZIRA	3444.6	
6140329896	28/09/2010	93376	28/09/2010	PY	LUDHIANA	HAZIRA	4022.8	

Add

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The PODs that are available for billing for the given criteria are displayed. The PODs are grouped based on the reporting no. The reporting nos need to be selected for the dcpi that is to be billed and the add button to be clicked for initiation for billing. Once the Add button is clicked the POD recods are moved up and displayed with the

rate and value against each DCPI that was entered in the excel. The screen below shows the screen after clicking the add button.

SR No	DCPI NO	DCPI DATE	LR NO	LR DATE	Rate	Value	REPORTNO	Delete item
1	6140329894	28/09/2010	93374	28/09/2010	0	2000	0008370912	Remove
2	6140329895	28/09/2010	93375	28/09/2010	0	0	0008370912	Remove
3	6140329896	28/09/2010	93376	28/09/2010	0	0	0008370912	Remove

Change the rate, value if required and enter Transporter bill no. and Date and click on Save for draft mode. Click on Generate to send it to Reliance A/C

The Rate and Value can be changed and save button to be clicked to save the records. That creates a temporary bill no. This process keeps the temporary bill no. in draft mode and hence the same can be changed by user till the bill is generated.

To generate the bill, select the temporary bill no. and key in the transporter bill no. and the date and click on the generate bill button. That will generate a bill and send it to Accounts payable for physical bill receipt confirmation. Once the bill is generated the below screen is displayed to the users.

This end the outbound freight billing process for the transporters.

Inbound Movement:

For inbound movement POD entry and bill generation, the inbound option in the menu needs to be selected. For POD entry the POD entry option to selected from the dropdown menu. Below screen appears once the POD entry selection option is clicked.

This has option for POD entry for a single GRN (LR) or an upload facility for multiple LRs (GRNs). An excel sheet can be created with CSV format for the upload. The format is available in the application for download.

POD Entry Screen - Windows Internet Explorer

http://localhost:2154/WebPOD/PODEntry_INBOUND.aspx

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POD Entry Screen

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INBOUND OUTBOUND REPORTS CHANGE PROFILE WELCOME 0000101676-AKSHARROAD LINES Logout

POD INBOUND Screen

Search: For Multiple POD Upload, Click Here

LR No	<input type="text"/>	LR Date	<input type="text"/>	Validate
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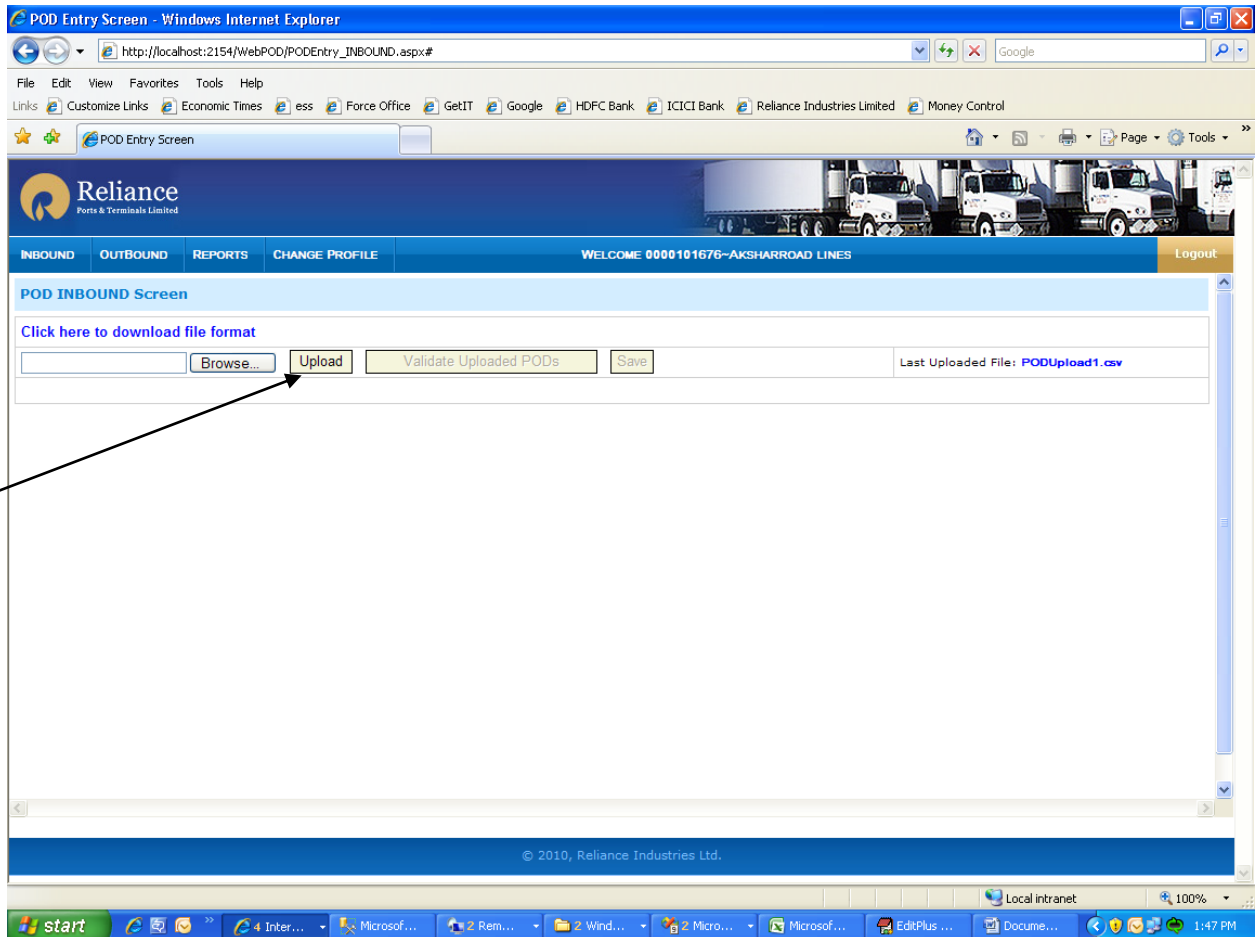
PODUpload_inb_1 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	GRN No	GRN Date	LR NO	LR DT	Delivery C	Delivery C	Sweeping	Cut & Torr	Multiple C	Approved	Transhipn	Transhipn	Transhipn	Transit De	Remarks	FRRATE	FRVALUE		
1			3520	29/08/201	29/08/201	14.99									REMARKS	10	20		
2			3523	30/08/201	30/08/201	15.405									REMARKS	10	20		
3			3525	30/08/201	30/08/201	22.935									REMARKS	10	30		
4																			
5																			
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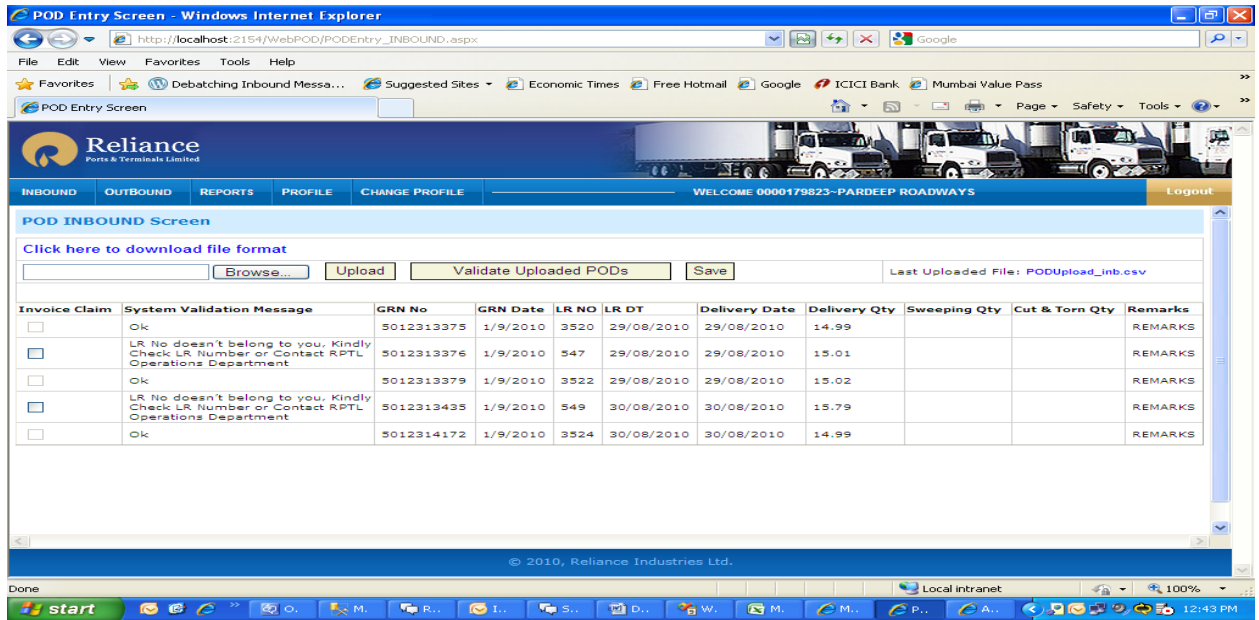
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To enter multiple LR for GRNs, the csv file to be filled with LR no., LR date, delivery date, delivery quantity, rate and freight value. The csv file then be uploaded in the web for searching the same in database.

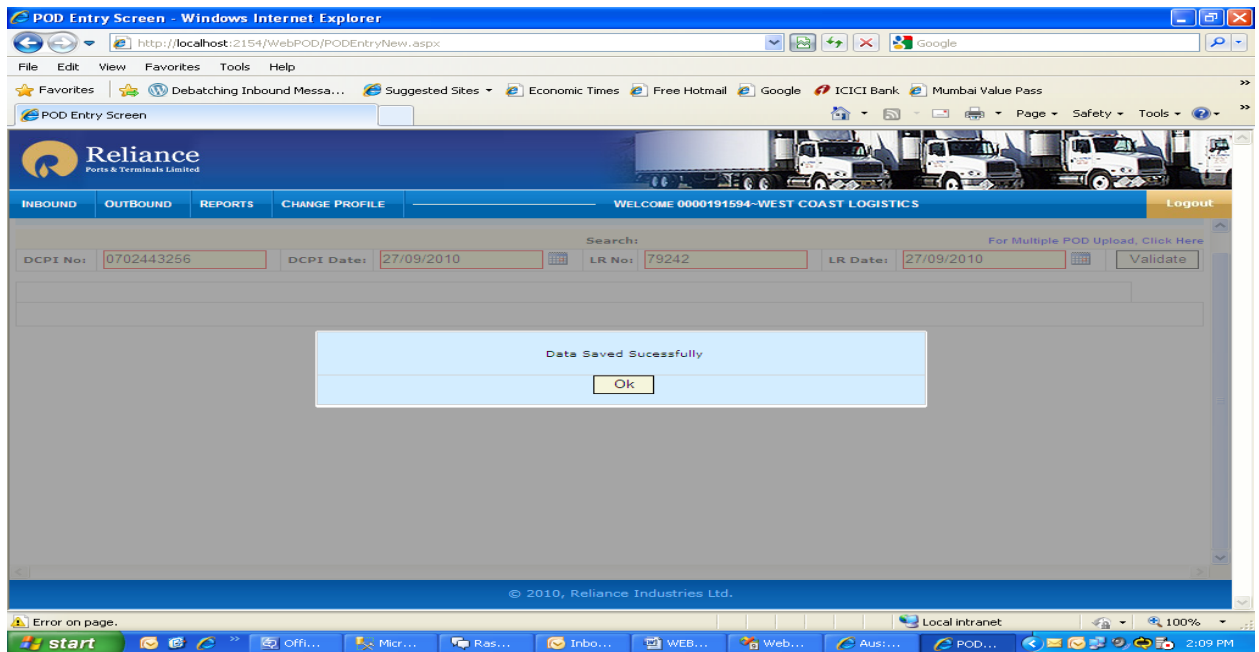
Select the file from local drive and click on upload



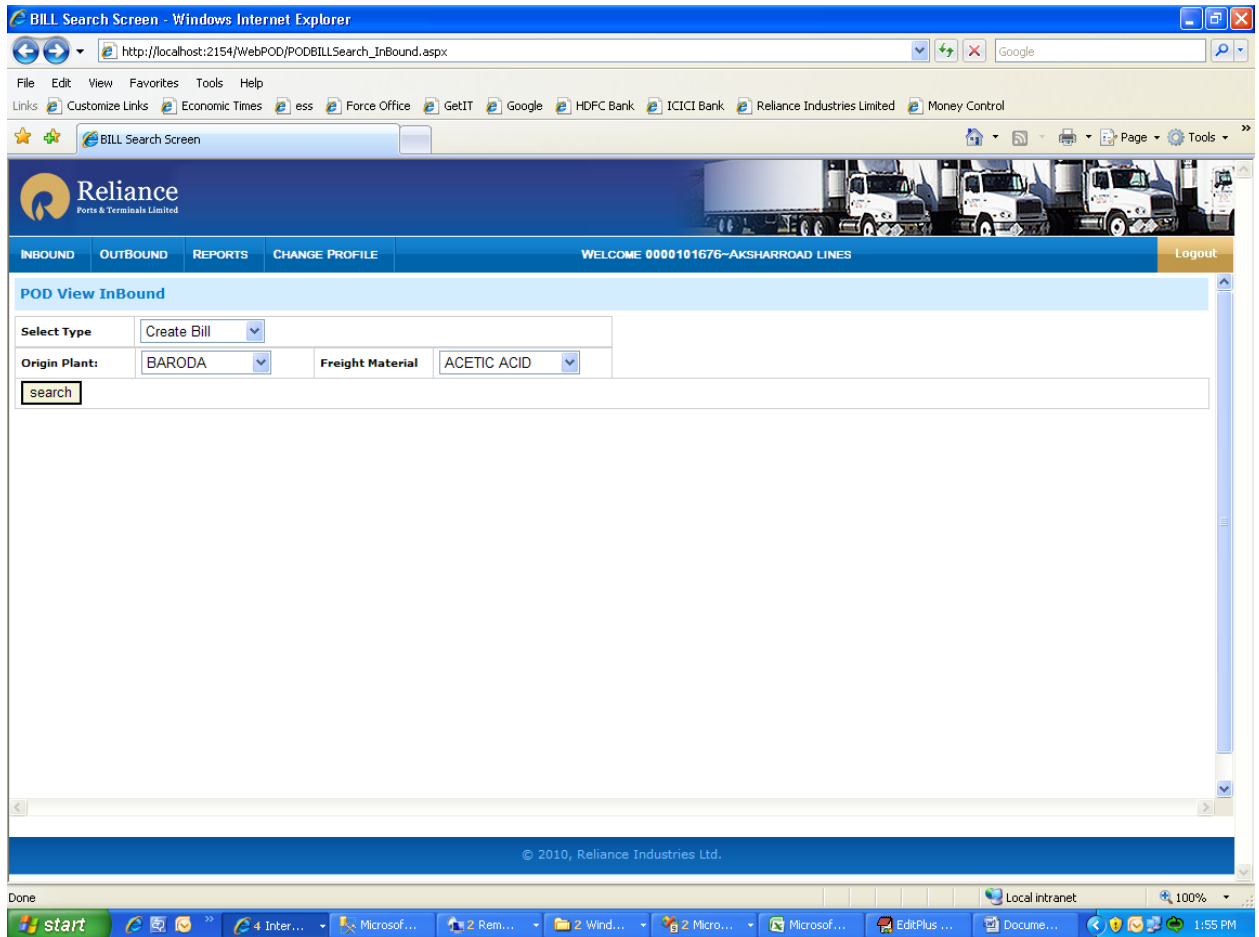
This will search for the GRN Nos and display the available GRNs against the searched LR along with the POD information. The same can be validated by clicking the validate uploaded PODs.



Once validated. This will show the messages as shown below. All the Ok PODs can be selected and saved. The same shall then be available for billing. Once saved the below screen is displayed to the user with message.



The inbound billing option is selected from the inbound main menu and a billing screen similar to outbound is displayed as below.



The saved GRNs are then available for billing. The further billing process for inbound is similar to the billing process of outbound. Hence the same steps may be followed to create and generate a bill. Once the bill is generated the same is available with Reliance accounts Payable.

Outbound Bill Entry Screen - Windows Internet Explorer

http://localhost:2154/WebPOD/PODBillEntryNew.aspx

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Outbound Bill Entry Screen

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Create Bill / View Bill's OutBound [Go Back]

Temp Bill No: Select Transporter Bill No. Transporter Bill Date[dd/mm/yyyy]

POD Included

SR No	DCPI NO	DCPI DATE	LR NO	LR DATE	Rate	Value	REPORTNO	Delete item
Generate Bill							Save	Total Value 0

Select POD

REPORT NO: 0008370912 TRUCK NO: RJ07GA7809

DCPI NO	DCPI DATE	LR NO	LR DATE	MFRGR	LZONE	ORIGIN	DLV QTY
6140329894	28/09/2010	93374	28/09/2010	PY	LUDHIANA	HAZIRA	5932.4
6140329895	28/09/2010	93375	28/09/2010	FDY	LUDHIANA	HAZIRA	3444.6
6140329896	28/09/2010	93376	28/09/2010	PY	LUDHIANA	HAZIRA	4022.8

Add

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To change the existing user password of the user, he/she needs to click on change profile option in the main menu. This will display the screen below to the user for changing the password.

